

DATE: _____

DIRECTORATE OF INFORMATION MANAGEMENT

Installation Freedom of Information Act (FOIA) Officer, Attention: _____

Fort Buchanan, PR 00934

Dear Sir:

This is a _____ request under the Freedom of Information Act (5 USC 552). I request that a copy of the following document (s) be provided to me (give a abrief description of the requested record or information):

In order to help you determine my status for the purpose of assessing fees, you should know that I am:

A representative of the news media affiliated with the _____ newspaper (magazine, television station, etc.), and this request is made as part of new gathering and not for a commercial use.

☐ Affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

☐ Affiliated with a private business and am seeking information for use in the companies business.

☐ An individual seeking information for personal use and not for a commercial use.

☐ I am willing to pay fees for this request up to a maximum of \$ _____. If you estimate that the fees will exceed this limit, please inform me first.

☐ "Fee Waiver" is requested if applicable.

☐ I also include a telephone number at which I can be contacted if necessary to discuss any aspect of my request _____.

Sincerely,

Name (Print & Signature)/Soc Sec No.

Address/City/State/Zip Code